

FORESTRY OPERATIONS SUPERVISOR

NATURE OF WORK

This is responsible professional, technical and supervisory work directing the field operations of the Forestry/Horticulture section.

Work involves responsibility for scheduling and monitoring the daily activities of forestry crews; managing the forestry field operations; performing a wide variety of tasks related to the planning, selection, planting and maintenance of tree and shrubs on City property; providing forestry technical assistance to other government agencies and the public; and planning, laying out and coordinating short and long-term projects and section activities. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental policies. General supervision is received from the City Forester with work being reviewed through the overall effectiveness of section activities and projects. Supervision is exercised over regular and seasonal employees.

EXAMPLES OF WORK PERFORMED

Supervises the daily field operations of the Forestry section relating to the scheduled maintenance, removal and planting of trees and shrubs on City property, and to activities relating to the identification and treatment of diseased trees and shrubs; determines work priorities and communicates and coordinates assignments to subordinate supervisors and other staff.

Advises and oversees Horticulture section activities; coordinates personnel, equipment and other resources within this section.

Coordinates the hiring, promotion, evaluation, discipline and training of Forestry staff; participates with the City Forester in disciplinary procedures and handling employee grievances; schedules and approves leave time.

Inspects trees for arboreal disease and/or determines if they constitute a potential hazard; reviews requests concerning the planting, maintenance and/or removal of City trees.

Inspects work performed by subordinate staff and by contractual staff to ensure that it conforms to established standards and operating procedures.

Maintains small tool and equipment inventory; checks equipment for needed repairs and ensures the performance of scheduled preventative maintenance; rotates needed equipment between crews; orders necessary supplies and materials; prepares requests for new vehicles and equipment.

Prepares projections and justifications of personnel, equipment and supply needs for budget purposes; coordinates, plans and implements project activities necessary to accomplish short and long-term goals; expends Forestry section budget as directed by City Forester.

Acts for the City Forester in his/her absence; represents City Forester at meetings, as assigned.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the correct methods, techniques, equipment, tools and materials used in planting, trimming, removing, treating and inspecting trees.

Thorough knowledge of tree species common to Lincoln's geographic region.

Thorough knowledge of the occupational hazards of all phases of tree maintenance work and the proper safety precautions necessary to protect employees and property.

Thorough knowledge of efficient personnel and equipment utilization techniques and practices.

Considerable knowledge of integrated pest management and area tree-related insect and disease problems and proper control measures.

Ability to plan, assign, supervise and inspect the work of subordinate personnel.

Ability to prepare clear and concise reports and to maintain accurate records.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, co-workers, City officials and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with considerable experience in urban forestry and commercial arboriculture work and responsible supervisory experience in an urban forestry organization.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with responsible work experience in forestry/arboriculture; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession and maintenance of a valid City of Lincoln First Class Arborist license *and* a Nebraska Certified Pesticide Applicator's license within six months of appointment.

Approved by: _____
Department Head

Personnel Director

7/85

Title Change & Revision: 2/2004

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